



VACANCY ANNOUNCEMENT

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title Management Assistant [Unclassified]			Salary P18 \$49,742.44 - \$70,150.48	
Posting Number A104-22	Position Number 952173	Number of Positions 1	Posting Period * From: 02/07/2022 To: 03/07/2022	
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP), Office of Disaster Resilience (ODR) 55 N Willow Street, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
<p>Under the direction of the Program Manager of the Medical Countermeasures Bureau, provides administrative services in support for COVID-19 response and recovery activities.</p> <p>This position is for a high-level support role to assist the Program Manager in the ongoing operation of the Medical Countermeasures Bureau. Qualified candidates should have a strong ability for independent work, and the ability to grasp a wide range of concepts as related to program design and implementation; data and trends analysis; state and federal reporting mechanisms; and a wide range of preparedness functions. Candidates should thrive in a dynamic and often rapidly changing environment, and have a demonstrated background of use of transferrable skill sets. Additional background in grants application and reporting, and program analysis is a plus. The candidate should possess the ability to work independently while interacting seamlessly with teams, partners, and stakeholders on all levels. Strong work ethic, passion for learning new topics, and ability to take on projects and see through completion is essential. Strong knowledge of basic software packages is expected along with relative ease of learning a range of reporting systems.</p>				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>EXPERIENCE: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTPHILEP@doh.nj.gov • Mail the required documents to: Denay Pressley, Executive Assistant 3 Public Health Infrastructure Lab. & Emerg. Prepare Reference Posting #A104-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*